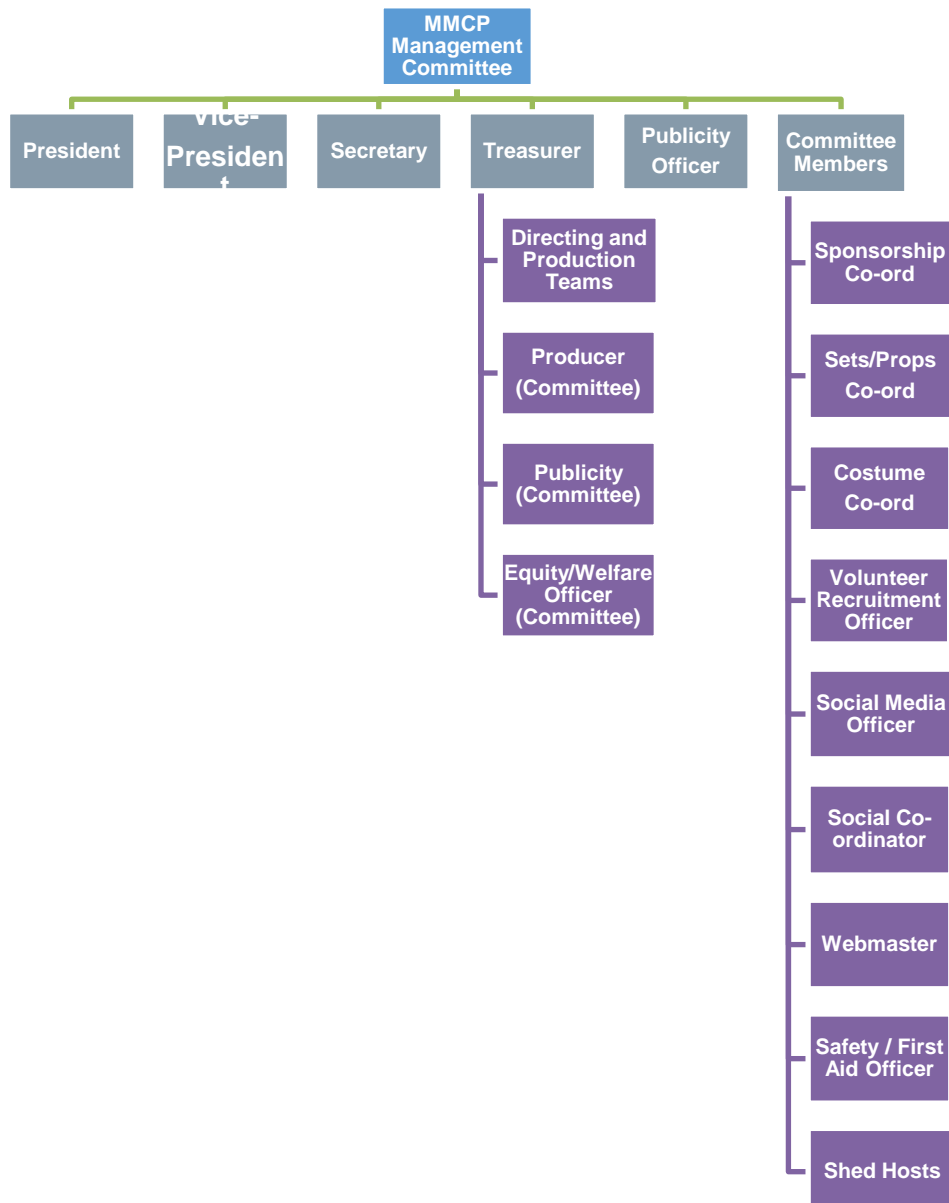


MANAGEMENT COMMITTEE ROLES AND RESPONSIBILITIES

All Management Committees have an important role to play in any organization. As a member of MMCP's Management Committee, you share the following responsibilities with all Committee members:

1. Planning – establishing and reviewing strategic and operational plans
2. Policy and decision-making – establishing policies/procedures and recording decisions and actions on matters concerning MMCP
3. Management – making sure everyone does their job, that MMCP is properly administered, and that the Committee is engaged in the activities of MMCP
4. Legal – ensuring the organisation is incorporated, keeps proper records, and complies with any relevant legislation and MMCP Inc Rules
5. Financial – ensuring that all finances are properly managed, that records are audited annually and that accountability requirements of funding providers are fulfilled
6. Evaluation – monitoring all activities by MMCP with feedback contributing to the continuous improvement in governance and service delivery

Figure 1 - MMCP Organisational Structure



MANAGEMENT COMMITTEE MEMBERS' RESPONSIBILITIES

As a member of the Management Committee, you should:

- Act with integrity and in good faith in the best interests of MMCP
- Ensure MMCP carries out activities in accordance with its intended purpose
- Exercise powers for their proper use
- Respect privacy and confidentiality of information obtained in the course of the MMCP's operations as per Club Policies and Rules Section 14
- Advise the MMCP Committee of any conflict between your own interests and the interests of MMCP as they arise and remove yourself from that particular discussion or decision
- Attend monthly Management Committee meetings and support Committee deliberations by participating actively and constructively in discussions and decisions during meetings
- Support all MMCP Management Committee decisions publicly
- Adhere to MMCP Inc Rules and MMCP's Policies and Procedures
- Maintain an effective relationship with committee members, volunteers, performers, parents and families and the community
- Contribute to strategic/operational planning processes and monitor performance
- Ensure any tasks assigned are completed within designated timeframes
- Represent MMCP at significant community events
- Take part in induction and training sessions as required
- Liaise with pest control, mowing contractor, fire services
- Take responsibility for assigned weekly cleaning duties at The Lamb St Workshop (refer to Cleaning Checklist)
- Ensure proper financial records are kept by the Treasurer and that financial affairs are audited annually
- Ensure MMCP's full name appears in legible characters on all official documents such as advertising, business letters, accounts, official notices and receipts
- Ensure the Club's official email is included in all correspondence relating to club matters
- Sign all official letters (e.g. to funding bodies, Government, businesses, members etc) and minutes of meetings as an accurate record sign documents and forms as per your delegated authority and role
- Ensure MMCP's full name appears on the common seal
- Ensure an annual return with the Office of Fair Trading is lodged by the Secretary of MMCP
- Notify the Office of Fair Trading of change of details including MMCP's postal address, Secretary's residential address and change of President, Vice-President, Treasurer or Secretary within one month of appointment or change
- Fill in for Executive Committee members in their absence
- Bring urgent matters to the attention of the President or Vice-President or Secretary or Treasurer
- Volunteer to undertake special tasks in relation to MMCP productions and projects, depending on individual skill set & experience

IN ADDITION TO COMMITTEE MEMBERS' GENERAL RESPONSIBILITIES, EACH COMMITTEE MEMBER TAKES RESPONSIBILITY FOR ADDITIONAL ROLES AS OUTLINED ON THE FOLLOWING PAGES.

WEEKLY CLEANING CHECKLIST

- Cleaning to be done at least weekly (Cleaning equipment is located near, under the sink area, and in the toilet areas with brooms and mop located near the fridge)
- Empty the bins in the bathrooms and replenish toilet paper, hand towel, soap, sanitizer etc.
- Clean and disinfect toilets and mop bathroom area
- Clean and sanitize sink areas in the bathrooms and kitchen areas
- Wash up and put away any crockery and cutlery
- Clean out old food from the fridge and empty the bins from inside the shed into outdoor bins
- Sweep available shed floor area
- If cleaning products need to be replenished, contact the Treasurer.

<u>PRESIDENT</u>	<u>SECRETARY</u>	<u>TREASURER</u>
<ul style="list-style-type: none"> • Act as a spokesperson for MMCP and maintain an effective relationship with committee members, volunteers, performers, parents and families and the community • Represent MMCP at significant community events • Ensure the Management Committee provides leadership for MMCP, including fulfilling accountability requirements, e.g. proper accounting records, funding requirements, service agreements etc. • Be familiar with the MMCP Inc Rules, and monitor and review key aspects of service delivery, strategic and operational plans of MMCP • Ensure the MMCP Inc Rules are legible and accessible for all members • Chair all Management Committee and general meetings, conducting them in accordance with the MMCP Inc Rules • Ensure meetings of the Management Committee are held regularly and develop the meeting agenda with the Secretary • Prepare and present monthly reports and an annual report for the Management Committee • Act as one of the signatories to all bank accounts • Ensure the AGM is held each year within 6 months after the end of MMCP's financial year, ensuring financial affairs are audited annually • Call, convene and chair special general meetings for MMCP • Ensure any special resolution is carried out in accordance with the Act • Maintain Blue Card Register with details of all volunteers required to hold Blue Card 	<ul style="list-style-type: none"> • Ensure all Committee members receive prior notice of all meetings (including Special General Meetings & AGMs) and all relevant meeting documentation in accordance with MMCP Inc's Rules • Assist the President to prepare and collate meeting agendas • Be familiar with the MMCP Inc Rules and apply correct meeting procedures • Take notes of key issues, discussion points and decisions, table correspondence list, prepare accurate minutes and distribute to Management Committee members on a timely basis • Collect, record & disseminate all correspondence received & delegate to the appropriate Committee member for action • Ensure the MMCP Inc Rules are legible and accessible for all members • Maintain an up-to-date Members' Register and make it accessible to any MMCP members if required • Update and maintain Committee's weekly Shed Host Roster and monthly Cleaning Roster • Maintain a file of signed, original copies of minutes of all Management Committee, General & other MMCP meetings • Keep appropriate records in a safe place • Write any letters/correspondence to be sent on behalf of the Management Committee • Act as one of the signatories to all bank accounts • Lodge annual audited financial statements with appropriate regulatory authorities & funding bodies (i.e. Office of Fair Trading) • Notify the Office of Fair Trading, Government and other funding bodies, of change of details including MMCP's postal address, Secretary's residential address and change of President or Vice-President or Treasurer or Secretary within one month of appointment or change 	<ul style="list-style-type: none"> • Ensure receipts/invoices are written for all money received and that monies are banked promptly • Authorise all payments and purchases made by MMCP in a timely manner • Ensure proper and accurate accounting records are kept which correctly record and explain the transactions of MMCP and its financial position • Act as one of the signatories to all bank accounts • Present monthly MMCP financial reports at meetings Management Committee meetings • Authorise all statistical reports and financial acquittals as required by funding bodies, licensing companies etc • Assist in developing annual budgets • Ensure that the financial records are prepared to be audited annually • Present Treasurer's Report, Auditors' Report and audited financial statements to Annual General Meeting

<u>VICE PRESIDENT</u>	<u>PUBLICITY OFFICER</u>	<u>SPONSORSHIP CO-ORDINATOR</u>
<ul style="list-style-type: none"> • Act as a spokesperson for MMCP and maintain an effective relationship with committee members, volunteers, performers, parents and families and the community • Represent MMCP at significant community events • Work closely with and assist the President in controlling the governance of MMCP, being responsible for the same legalities as listed in the President's role • When delegated by the President, prepare and present monthly report and an annual report for the Management Committee • In the absence of the President: <ul style="list-style-type: none"> ○ ensure the MMCP Inc Rules are legible and accessible for all members ○ chair all Management Committee and general meetings, conducting them in accordance with the MMCP Inc Rules ○ ensure meetings of the Management Committee are held regularly and develop the meeting agenda with the Secretary ○ ensure the AGM is held each year within 6 months after the end of MMCP's financial year, ensuring financial affairs are audited annually ○ call, convene and chair special general meetings for MMCP ○ ensure any special resolution is carried out in accordance with the Act 	<ul style="list-style-type: none"> • Act as a spokesperson for MMCP and maintain an effective relationship with the community • Represent MMCP at significant community events and act as a liaison officer for media at all events • Develop a good knowledge of the workings of various elements of the media • Build and become familiar with all local media personnel and build up a contacts list including television, radio and newspaper • Develop media releases concerning upcoming events, interesting personalities and individual highlights or achievements to present the club in the best possible light • Promote club activities through free media channels (e.g. community events, newspapers, noticeboards, websites and radio segments) • Liaise with Producers for each show to ensure that artwork for posters, flyers, social and print media meets legal requirements • Liaise with Sponsorship Co-ordinator to ensure sponsors get appropriate recognition as per their agreed sponsorship package and provide sponsors with advertising deadlines • Liaise with show Producers in distributing complimentary tickets to strategic people • Liaise with Club photographers to ensure quality photography and that all subjects in images have signed a Photograph Consent form 	<ul style="list-style-type: none"> • The Sponsorship Co-ordinator is the chief organizer of raising sponsorship funds for the Club • Review the current Sponsorship Package and be familiar with what the club promises to sponsors. Address any shortfalls/changes with the committee • Seek new club sponsors and meet with potentials to outline what services they would value most • Maintain a signed commitment contract or memorandum of understanding with each club sponsor • Liaise with Treasurer to send sponsorship payment invoice. Sponsorship Co-ordinator to follow up with sponsors regarding unpaid accounts • Liaise with Publicity Officer and provide sponsor with key tasks and timelines • Liaise with Publicity Officer to ensure sponsors get appropriate recognition as per their agreed sponsorship package and are featured prominently in show advertising • Liaise with Show Producers (who will organize the functions and complimentary tickets with venues) to advise Producer of tickets required for shows and numbers attending functions • Ensure sponsor representatives are met when attending functions • Send out a thank you at the completion of the season and a sponsor survey (with assistance from Webmaster) to support planning for the following year • The Sponsorship Co-ordinator is responsible for

	<ul style="list-style-type: none"> • Liaise with Webmaster to ensure that updated publicity information is included on website • Oversee collation and printing of show programs, working with the Producers and liaising with directors and art person for each show • Consider opportunities for post-show publicity • Keep the Producer for each show informed of all advertising done and work within designated show Publicity budget • Maintain a sound understanding of on-going and future Club activities • Prepare and present monthly reports for the Management Committee. 	<p>maintaining good relationships with sponsors and should be the first point of contact if a problem arises</p>
--	--	--

<u>SETS/PROPS CO-ORDINATOR</u>	<u>COSTUME CO-ORDINATOR</u>	<u>EQUITY & WELFARE OFFICER</u> (on a show-by-show basis)
<ul style="list-style-type: none"> • Provide assistance and guidance to show production teams regarding available club assets and their usage • Co-ordinate appointments and liaise with hirers regarding hire of equipment • After any show has finished, ensure all scenery and sets and props have been returned to MMCP's storage area • Ensure details of all hires are recorded on Hire Agreements and copy given to Treasurer for payment reconciliation • Co-ordinate volunteers to assist with clean-up of area and deconstruction of applicable sets and props following show finalization • Develop a working knowledge of sets and props available 	<ul style="list-style-type: none"> • Provide assistance and guidance to show production teams regarding available club assets and their usage • Co-ordinate appointments and liaise with hirers regarding hire of equipment • After any show has finished, ensure all costumes and unused materials have been returned to MMCP's storage area • Ensure details of all hires are recorded on Hire Agreements and copy given to Treasurer for payment reconciliation • Co-ordinate volunteers to assist with ongoing costume cleaning and repairs • Co-ordinate volunteers to assist with clean-up of area following show finalization • Develop a working knowledge of costumes available 	<ul style="list-style-type: none"> • Manage a comfortable and equitable environment for cast, crew, production team and orchestra, throughout the entire production process • Act as a confidante for anyone in the production who may be experiencing difficulties with the environment of the production, and directing anyone with ongoing personal issues to a professional care network, as appropriate • Ensure that the MMCP Code of Conduct is followed by all production team members • Assist in making a warm environment for all auditionees • Be approachable to all members of the production - cast, crew, orchestra and production team • Attend at least one rehearsal a week, and regular attendance at band rehearsals and production meetings • Follow up on all issues and concerns in a timely manner (48hours) in accordance with MMCP's Complaint Policy and Grievance Policy • Look for mentorship and growth opportunities and training

<u>VOLUNTEER RECRUITMENT OFFICER</u>	<u>SOCIAL MEDIA OFFICER</u>	<u>SOCIAL CO-ORDINATOR</u>
<ul style="list-style-type: none"> • Approach and follow up cast members and families to volunteer some time for offstage production assistance required for each show • Attract and recruit new volunteers to the club (i.e. Volunteer's Expo, posts at retirement villages, sewing/craft groups & Men's Shed groups etc.) • Identify ways of training volunteers and sourcing grants and workshops to improve volunteers' experience • Identify methods of recognizing volunteers (i.e. profile a volunteer on Fbk) • Enrol volunteers to Joinit membership App • Use Joinit Membership App to gain insight into member and volunteer skillsets 	<ul style="list-style-type: none"> • Administer the club's social media presence (including answering Facebook enquiries) • Create a regular publishing schedule and strategy to manage and promote content through deliberate planning, and timing of social media posts • Liaise with all committee roles to oversee and publish all social media posts required • Ensure MMCP social media content is in accordance with various legislation (i.e. show licensing contracts, copyright, APRA, AMCOS, Child Protection and Privacy legislation) • Ensure all material on MMCP Cast Rehearsal Pages is appropriate for the audience on the page • Examine and analyse social media traffic 	<ul style="list-style-type: none"> • Develop and submit proposals for social programs and functions to the committee for approval • Submit information on a regular basis to the Webmaster advising members of forthcoming activities and events • Organize and conduct social events for all club members • Liaise with various people from both within and outside the club to ascertain club's social requirements • Liaise with Treasurer regarding supplies, tea/coffee, milk, soft drinks & chocolates • Handle cash (if required) for social activities • Help organize meals and BBQ activities • Co-ordinate Christmas break-up and volunteer thank you functions • Liaise with Producers regarding cast break-ups following shows • Liaise with Volunteer Recruitment Officer for ways to assist with volunteer retention by providing food / meals at special times

<u>WEB MASTER</u>	<u>SAFETY & HEALTH OFFICER</u>	<u>SHED HOSTS: (all Committee on Rotation excl. SETS/PROPS & COSTUME CO-ORDINATOR)</u>
<ul style="list-style-type: none"> • Develop brand awareness and management of online reputation of MMCP • Maintain websites ensuring the website and software are functioning properly and are available to users • Revise and update web pages, examining and analysing website traffic • Regulate and manage access rights of different users on website • Identify and improve organizational development aspects that would improve content including Member and Committee sections with appropriate information (i.e. policies and procedures, audition and show details, historical photo galleries) • Decide how website's content will be delivered to the Internet • Test different browsers and ensure people with different devices can access website • Liaise with all committee roles to oversee and publish all website content • Ensure MMCP website content is in accordance with various legislation (i.e. show licensing contracts, copyright, APRA, AMCOS, Child Protection and Privacy legislation) • Liaise with Publicity Officer and Secretary to maintain digital database of contacts for auditions and prospective marketing to audiences • Conduct surveys with auditionees and audiences to gain feedback regarding our processes and performances • Help maintain and add to an historical gallery for the club on website 	<ul style="list-style-type: none"> • Implement the Risk Management policy including safety checklists as appropriate (e.g. building checks) • Be familiar with MMCP's Standard Operating Procedures and create new policies where needed subject to endorsement by committee • To work towards a safe environment for all performers, volunteers, members and supporters • Be accessible to answer any safety related queries • Ensure that the Club's PPE is kept up-to-date with stocked items and that equipment is in working order • Assist as required to provide First Aid assistance to performers and members of the public • Be familiar with the club's First Aid equipment and provide Mobile First Aid Kit to Producers for use at rehearsals and/or performances • Ensure that the Club's First Aid Kits are kept up-to-date with required items and that equipment is in working order 	<ul style="list-style-type: none"> • Regular attendance as a Shed Host on a rostered basis at Working Bees, scheduled during the day on the 1st, 2nd and 3rd Saturdays and at night on the 4th Thursday of the month • Welcome to shed & assist in making a warm environment for all volunteers • Join volunteers on "Joinit" • Provide a Shed Induction to new volunteers (Sign-in, toilets, water, first aid, evacuation, covered shoes & other PPE, tools & equipment location, introductions to persons in charge & other volunteers) • Facilitate morning tea / drinks / lunch • Monitor volunteers or assign other members to monitor